

REAL ESTATE SCHOOL SUPERVISION
AUDIT DECLARATION

The School Owner or designated School Administrator shall complete this Audit Declaration and return it between December 15, 2010 and January 31, 2011, and every two years thereafter, to the Arizona Department of Real Estate ("ADRE"):

Arizona Department of Real Estate
Education Division
2910 North 44th Street, Suite 100
Phoenix, Arizona 85018
Education@AZRE.gov

This Audit Declaration does not preclude an onsite or field audit of the books and records of the Real Estate School pursuant to A.R.S. §32-2108(A) and A.A.C. R4-28-404(G). The ADRE may use the information in the completed Audit Declaration in conducting any future field audit.

The Audit Declaration is an important report that will become a public record and be kept by the ADRE for at least five years. To ensure the ADRE receives the completed Audit Declaration, you may wish to consider sending it Certified Mail, Return Receipt Requested, scan and email it to Education@AZRE.gov, or complete it online when that capability is provided.

Please answer the following questions, sign and return the Audit Declaration to the ADRE. If you require additional space to answer a question, please provide a further written response as part of this submission. A NO or a N/A answer may require further explanation.

ADMINISTRATIVE

[SCHOOL NAME] [LICENSE NUMBER]

[SCHOOL BUSINESS NAME (d/b/a)]

[NAME/PHONE NUMBER OF OWNER/ADMINISTRATOR COMPLETING THIS FORM] [LICENSE NUMBER]

[MAIN SCHOOL'S STREET ADDRESS]

[CITY/STATE/ZIP] [EMAIL ADDRESS]

[MONTH/DAY/YEAR]

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- ✓ The School is approved by the ADRE as one of the following:
☐ Sole Proprietorship (Self-Employed) ☐ Corporation ☐ LLC ☐ General Partnership
☐ Other: _____
- ✓ The School provides (check all that apply): ☐ Prelicensure Education
☐ Live Continuing Education ☐ Distance Learning
- ✓ Number of instructors currently approved to teach for the School: _____
- ✓ The School teaches live Arizona Real Estate Course classes from its own teaching facility or facilities. ☐ Yes ☐ No
If Yes, the street address of each of the facilities:
1. _____
2. _____
3. _____
4. _____

GENERAL COMPLIANCE

- | | |
|---|--|
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | The School, each Administrator and each Instructor are currently licensed by ADRE. A.R.S. §32-2135(A) and A.A.C. R4-28-404(A) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | The School's name(s), main address and addresses for any other facilities operated by the School are the same as the names and addresses listed by the ADRE in its licensee database on the ADRE's web site. A.R.S. §32-2135(A) and A.A.C. R4-28-404(A) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | The application and background information previously provided to ADRE for the School, and for any Administrators and Instructors is current and accurate. A.R.S. §32-2108(C), A.A.C. R4-28-301(A)&(F), R4-28-404(A),(C)&(H) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | For a Prelicensure School, the location of the school registration and licensing certification records previously reported to ADRE is accurate. A.A.C. R4-28-404(A)(10) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Attendance records as required by law are kept for 5 years. A.A.C. R4-28-404(D) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | If attendance records are kept by electronic means, the school is able to reconstruct the records in the event of the destruction of the originals, and legible copies can be provided to the ADRE on request. However, original signature rosters for live courses are kept pursuant to law. A.A.C. R4-28-404(D)(6) |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | The School, as applicable, is in compliance with the provisions of A.R.S. Title 32, Chapter 20, A.A.C. Title 4, Chapter 28, ADRE and Substantive Policy Statements No. 2005.12, 2010.02 and 2010.03. |

APPROVED EDUCATION COURSES

- ☐ Yes ☐ No ☐ N/A The School takes full responsibility for the content of any course it offers. A.R.S. §32-2135(A)
- ☐ Yes ☐ No ☐ N/A Prelicensure enrollment application or agreement includes course description, cost, refund policy and a statement of any placement service description. A.A.C. R4-28-404(E)
- ☐ Yes ☐ No ☐ N/A Each ADRE approved continuing education course includes the minimum required content for the specific course category. A.A.C. R4-28-402(A)(5)
- ☐ Yes ☐ No ☐ N/A Each approved live classroom course includes a course outline with sufficient detail to clearly identify the scope and content of the course. A.R.S. §32-2135(F)
- ☐ Yes ☐ No ☐ N/A The outline for each approved live classroom course states a desired instructional outcome for the course. A.R.S. §32-2135(F)
- ☐ Yes ☐ No ☐ N/A No course whose content is not current or that is substantially changed is being taught. A.R.S. §32-2135(F)
- ☐ Yes ☐ No ☐ N/A Any unapproved courses are being offered for credit only if the courses are being advertised as "pending" ADRE approval. A.R.S. §32-2135(D)(1)
- ☐ Yes ☐ No ☐ N/A The School does not teach information or use course materials that have not been approved by ADRE. A.R.S. §32-2135(C)(4)

APPROVED INSTRUCTORS

- ☐ Yes ☐ No ☐ N/A The School takes full responsibility for the professional administration and teaching of its courses. A.R.S. §32-2135(A)
- ☐ Yes ☐ No ☐ N/A Only properly approved instructors teach prelicensure or continuing education. A.R.S. §32-2135(E) &(J) and A.A.C. R4-28-404(C)
- ☐ Yes ☐ No ☐ N/A Each School instructor is fully competent to teach the course(s) to which assigned as an instructor. A.R.S. §32-2135(E)
- ☐ Yes ☐ No ☐ N/A The School and the School's instructors enforce the requirement that each student attends at least 50 minutes of instruction for each hour of credit awarded. A.R.S. §§32-2124(B)&(C), 32-2130(A), A.A.C. R4-28-101(5) and Substantive Policy Statement No. 2005.02

DUTY OF SUPERVISION

- ☐ Yes ☐ No ☐ N/A The School exercises reasonable supervision over the activities for which a license is required for an owner, director, administrator or instructor in the school's employ. A.R.S. §32-2153(A)(26)

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- ☐ Yes ☐ No ☐ N/A The School supervises its advertising and includes its name, address and telephone number in all of its advertising of ADRE-approved courses. A.A.C. R4-28-502(D)
- ☐ Yes ☐ No ☐ N/A The School reports violations of the applicable statutes and rules to ADRE. A.R.S. §32-2135(C)(1)
- ☐ Yes ☐ No ☐ N/A The School properly certifies student attendance or performance. A.R.S. §32-2135(C)(2)
- ☐ Yes ☐ No ☐ N/A The School and the School's instructors do not file misleading applications, reports or documentation with ADRE. A.R.S. §32-2135(C)(6)
- ☐ Yes ☐ No ☐ N/A The School does not promote or advertise the school using false or misleading statistics or testimonials or any other form of deceptive advertisement. A.R.S. §32-2135(D)(2)

ADDITIONAL INFORMATION

Please provide further explanation below for any NO answers, or for any answer above for which inadequate space was provided. Attach additional explanation as necessary.

AUDIT DECLARATION AFFIRMATION

As the School Owner or designated School Administrator, I have personally completed this Audit Declaration and have personally reviewed and verified the responses in the Audit Declaration. I understand the importance of the School's duty to exercise reasonable supervision in assuring School compliance with the law and have made diligent efforts to comply in every respect.

I hereby declare and affirm all responses are true, full, complete and accurate to the best of my knowledge. I further understand that any false, misleading or incomplete answers to this Audit Declaration may be construed as a violation of A.R.S. §§32-2135(C)(6) and 32-2153 (A)(3), (A)(17), (A)(22), (A)(26) & (B)(8).

[OWNER/ADMINISTRATOR SIGNATURE]

[PRINTED NAME & TITLE]

[MONTH/DAY/YEAR]